

HR ANALYST

DISTINGUISHING FEATURES

The fundamental reason the HR Analyst exists is to provide complex technical research and reporting expertise in the support of the administration and operations of human resources, and to perform entry-level professional work in recruitment and selection, classification and compensation, employee relations; and special projects in either the Via Linda or Civic Center Complex of the Human Resources Department. This classification is not supervisory. Work is performed under general supervision and reports to the HR Manager. The HR Analyst is distinguished from the Sr. HR Analyst by the performance of the more entry-level professional human resources related work.

ESSENTIAL FUNCTIONS

(These duties are a representative sample; position assignments may vary)

Conducts surveys and research to obtain and effectively analyze data and information to recommend solutions and policy on various human resources issues. Compiles, researches, and analyzes data and information to assist Sr. HR Analysts and HR management with special projects. Prepares written correspondence and performs other support functions as assigned.

Performs professional level responsibilities for more routine recruitments. Recommends and coordinates selection procedures with departments; screens applications and develops eligibility lists based on established job specifications. Educates front line supervisors on interviewing skills, develops criteria matrixes, and ensures integrity of the recruitment and selection process. Conducts reference checks. Assists staff with executive searches. Reviews, audits and reconciles monthly invoices for advertising, pre employment physicals and drug screening results. Receives and reviews criminal background investigation information and works closely with staff and department on outcome. Administers the temporary staffing contracts for short-term technical and administrative/clerical support services.

Plans, coordinates and conducts commercial drivers license (CDL) federally mandated drug and alcohol testing. Maintains City and Federal documentation and testing logs. Completes reference and criminal history checks of CDL drivers. Acts as the designated representative of the City's CDL Program.

Completes salary surveys; assist with coordinating citywide annual salary survey; conducts job studies, analyzes information and makes recommendations for one-position classification requests; prepares/develops job descriptions. Coordinates and updates JIMS information, which includes research, writing responses or disseminating information as appropriate.

Provides assistance with employee relations, such as participating in investigations, analyzing and recommending solutions to resolve basic employee concerns and issues. Builds client relationships, as they pertain to assigned projects and duties.

Facilitates annual SP3 training. Conducts training in the Basics, AG333, and new hire orientation.

Enhances the City's diversity outreach through research, networking, and attending job fairs. Reviews and oversees City's translation policy and process; makes recommendation for improvement including writing policy and maintaining all translation information. Audits existing Federal Guideline Postings in all major city buildings, identifies the number of buildings and determines where postings should be located, ensures maintenance of posters.

Remains current on job specific knowledge by attending training courses and professional organizational meetings, and reading job-related professional journals/publications. Acts as backup to the other HR Analyst during absences. Acts as back up to a department Sr. HR Analyst during leaves for urgent non-employee relations issues.

Prepares and audits various personnel documents to verify information for accuracy, completeness and timely disbursement for assigned clients. Follows-up with departmental representatives to ensure accurate documents are submitted in a timely manner. May prepare class and pay plan amendments for approval and disbursement as requested. Maintains class and pay plan amendments log.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Human Resources policies and procedures and legal requirements related to recruitment, compensation and classification.

Techniques, principles, and methods used in recruitment, testing, classification, and compensation.

Statistics and statistical theories

Microsoft Office products, in particular Word, Excel and Powerpoint

Applicable federal, state and local laws and regulations.

Internet and HRIS technology

Ability to:

Maximize the use of information technology skills in the performance of job duties; be proficient in report writing and research.

Prioritize simultaneous tasks independently.

Be detail oriented.

Demonstrate good follow through skills.

Enter data or information into a PC requiring continuous and repetitive arm, hand and eye movement.

Plan, organize and coordinate activities to accomplish work assignments.

Conduct research, analyze data and information and apply results to programs and procedures

Prepare written reports and other materials

Comprehend, analyze and make inferences from written material and verbal and/or written instructions.

Communicate effectively, orally in-person, over the telephone, in writing to interpret and explain City Human Resources policies and procedures.

Demonstrate strong written/verbal presentation skills.

Listen and communicate effectively with all those encountered in the course of work.

Establish and maintain effective working relationships with City officials, City staff and the general public.

Maintain confidentiality.

Proficiently operate a variety of standard office equipment, including a personal computer and related software.

Maintain regular consistent attendance and punctuality.

Education & Experience

Any combination of training, education and experience equivalent to one year professional level experience in human resources and a Bachelor's Degree in Human Resources,

Business Administration, Organizational Development, Public Administration, or closely related field.

FLSA Status: Exempt

HR Ordinance Status: Unclassified